

ODP Reg.
Subject File: Organization and Function.

3 June 1982

MEMORANDUM FOR: All Applications Personnel

FROM:

[redacted]
Chief, Training and Information Division

SUBJECT: Relocation of Training Functions

1. Effective 11 June 1982 all training functions will be located at the Chamber of Commerce Building. Our new mailing address will be ODP/TID, Room 936, C of C. We will be located in Room 634, C of C and may be reached on Extension [redacted]

2. Copies of our revised Training Schedule, which reflects scheduling through 1 October 1982, have been supplied to all Applications' Divisions. As in the past, all ODP personnel will be scheduled for all courses on a priority basis.

3. Initially, all ODP training functions will share the facilities used by OTE's Information Science Center. Beginning 14 June, I will be working with the Chief of the Information Science Center on a training transition plan. ODP and OTE will work toward a training goal in which OTE will have the responsibility to train all users and ODP will train only ODP professionals. On 1 October 1982 OTE will become the contract monitor for the [redacted] training contract.

4. When Applications moves to the Credit Union Building, the Training and Information Division will have one small classroom. This classroom will be used to train Data Processing careerists only. By directing our training at the Data Processing careerists, it will allow us to have more intensified courses. We will be able to teach more material in a shorter period of time. Also, new and more advanced computer related courses will be added to our curriculum

ODP/TID: [redacted]/hk
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